

# WORKFORCE DEVELOPMENT BOARD GENERAL BOARD MEETING

Workforce Development Department Administration Office  
Large Conference Room  
290 North D Street, Suite 600, San Bernardino, CA 92415

WEDNESDAY, AUGUST 9, 2023 8:30 AM – 10:30 AM

This agenda contains a brief description of each item of business to be considered at today's meeting. In accordance with the Brown Act, this meeting agenda are posted at least 72 hours prior to the regularly scheduled meeting on the Workforce Development Board website and on the official Workforce Development Board Bulletin Board outside of the Workforce Development Department Administration Office at 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415. The agenda, its supporting documents and all writings received by the Board related to these items are public records and available for review on the website or **by emailing the Executive Secretary to the Board at [Devra.Bell@wdd.sbcounty.gov](mailto:Devra.Bell@wdd.sbcounty.gov) prior to, or after, the meetings.**

The agenda and its supporting documents can be viewed online at [www.sbcounty.gov/workforce](http://www.sbcounty.gov/workforce). However, the online agenda may not include all available supporting documents nor the most current version of documents. Items listed on the Consent Calendar are expected to be routine and non-controversial and, unless the Board directs that an item be held for further discussion, the entire Consent Calendar will be acted upon as the first item of business on the Discussion Calendar. Members of the public may address the Board on any item on the agenda and on any matter that is within the Committee's jurisdiction.

To address the Board regarding an item that is on the agenda, complete and submit the purple form entitled "Public Comment". These requests must be submitted to the Executive Secretary to the Board prior to the time the item is called for consideration or prior to the public comments section on the agenda. The Chair will call speakers forward to present their comments at the appropriate time.

## Conflict of Interest Advisement

WDB members please be advised: If an item on the Agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last twelve months, or if approval or disapproval of an Agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, **then please follow these procedures:** *"When the Agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Committee's consideration of the Agenda item."*

## AGENDA

8:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT GENERAL BOARD

### OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Introductions
- 4) Success Stories

### PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

### CONSENT AGENDA

- 6) Approval of Minutes from May 10, 2023 General Board Meeting

### DISCUSSION:

- 7) Ratify Approval of Program Support for State of the County Event in the amount of \$15,000
- 8) Approve contract amendments with the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, Redlands Chamber of Commerce and Black Chamber of Commerce - Inland Empire to increase the contract term by nine months and increase the contract amount by \$75,000 per vendor.
- 9) Approve contract with Transfr for a contract term of one-year and a not-to-exceed contract amount up to \$20,000 to acquire Transfr VR headsets and obtain a one-year subscription to enable WIOA youth participants to kinesthetically engage in career exploration through virtual reality technology.

## **REPORTS AND INFORMATION**

### 10) Committee Updates

- *Finance: Shannon Shannon*
- *EDBR: Cinnamon Alvarez*
- *Youth: Shannon Shannon*
- *Special Populations: Jonathan Weldy*

### 11) Legislative Updates

### 12) County Report

### 13) Chair Report

## **ADJOURNMENT**

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In conformity with Government Code section 54957.5, any writing that is a public record, that relates to an item listed on the Agenda, and that will be distributed to all or a majority of the Board less than 72-hours prior to this meeting (or is distributed at this meeting), will be available for public inspection at the time the writing is distributed. This inspection may be made at the office of the Workforce Development Department, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California 92415, or during this meeting.

The Workforce Development Board meeting is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Board meeting. The Board Secretary's telephone number is (909) 387-9862. California Relay Service 711.

This WIOA Title –I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

**San Bernardino County  
Workforce Development Board  
Agenda Item**

**MEETING DATE:** August 9, 2023

**ITEM:** (6)

**SUBJECT:** Minutes from May 10, 2023 Workforce Development Board  
General Meeting

**PRESENTED BY:** Brad Gates, Director  
Workforce Development Department (WDD)

**CONSENT**   X                      **DISCUSSION** \_\_\_\_\_                    **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve Minutes from May 10, 2023 Workforce Development Board  
General Meeting

**BACKGROUND:** See attached minutes

**SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD**  
**General Board Meeting**  
**Thinkwise Credit Union**  
**599 North E Street, 2<sup>nd</sup> Floor, San Bernardino, CA**

**WEDNESDAY, MAY 10, 2023**

**MEETING MINUTES**

**ATTENDANCE:**

<b>Members</b>				<b>Staff to WDB</b>	
	<b>Present</b>		<b>Present</b>		<b>Present</b>
Will Sterling <i>(Chair)</i>	X	Scott Kuethen	X	Devra Bell	X
Orlando Acevedo	X	Louie Lopez	X	Brad Gates	X
Cinnamon Alvarez	X	Robert Loeun		Sophie Curtis	X
Ricardo Cisneros		Dale Marsden	X		
Phil Cothran	X	Lina Montes		<b>WDD Staff</b>	
Jimmy Elrod		Henry Shannon	X	Fred Burks	X
Mike Gallo		Shannon Shannon	X	Curtis Compton	X
Cheri Greenlee	X	Jonathan Weldy		Mariann Johnson	X
Lowell King	X				

**OPENING**

- 1) Chair Call Meeting to Order at 9:15 AM**

**PUBLIC COMMENT**

- 2) Comments from the General Public in Attendance**

There were no public comment cards presented at the meeting

**CONSENT AGENDA**

- 3) Approval of Minutes from the March 23, 2023 Workforce Development Board General Meeting**

The Chair requested a motion to approve the consent agenda. Lowell King motioned; Louie Lopez seconded the motion. All in favor, none opposed. Motion passed.

## **DISCUSSION**

### **4) Approval of PUMA Enrollments for Program Year 2023-2024**

Bradley Gates provided an overview of the item to approve changes to the PUMA allocations. The Chair requested a motion to approve the item. Louie Lopez made a motion; Shannon Shannon seconded the motion. All in favor, none opposed. Motion passed.

### **5) WDB Member Training**

The Chair provided an overview of the purpose for the mini-retreat and training. He introduced Bradley Gates, Director, who provided information on several topics, including: Precursors to WIOA; Purpose of WIOA; Five Titles of WIOA; Core programs under WIOA; Business Services; Title 1 Youth Services; Federal/State Administrations; Roles of the WDB Members/Workforce Development Board; WIOA Allocations; Budget and Procurement Processes; Legislative Advocacy; and Purposes of Committees. Mariann Johnson provided an overview of the Regional and Local Plan. Jolena Grider, Deputy County Counsel, provided training on Form 700 Conflict of Interest and Ethics. She discussed the requirements and procedures to satisfy both of these requirements. The Board Secretary, Devra Bell, reviewed the WDB Elections process; WDB Appointments and Reappointments; How to fill unexpected vacancies on the Board and the procedure for resigning from the Board.

### **6) WIOA Reauthorization**

Bradley Gates discussed the status of the WIOA Reauthorization. WDB members noted it would be helpful if WARN notices included the contact individual of the person who was laid off, so we have access to assist them in finding a new job.

### **7) Economic Development Business Resource Committee Goals**

Bradley Gates provided an overview of the current EDBR goals and their status. The following proposed goals were discussed:

- Provide a toolkit to build relationships with other chambers/city contacts
- Dashboard that includes our connections
- ROI Evaluation
- Develop statistics showing the percentage of WARN employees placed in new employment
- Upskill Leadership for succession planning
- Develop “On-the-Job” retention goals
- Increase hiring for individuals with barriers/justice involved

### **8) Youth Committee Goals**

Mariann Johnson provided an overview of the current Youth Committee goals. The following proposed goals were discussed:

- Increase collaboration with Child and Family Services regarding Foster Youth
- Transportation: Vanpool
- Connect Business Services with Youth Providers
- Connect Youth Providers with AJCC’s
- Help build capacity in leadership structures in schools to bridge youth to the youth
- MOU with County Schools to refer kids struggling, so we can help them.

### **9) Special Populations Committee Goals**

Mariann Johnson provided an overview of the current Special Populations goals. The following proposed goals were discussed:

- Determine other industries for the Uniquely Abled Program
- Continue working with the Sheriff and Probation Departments
- Collect information about the number of individuals that are work ready
- Employer education for Special Populations and Businesses

### **10) Director Report**

There were no additional reports made from the Director.

### **11) Chair Report**

Will Sterling thanked everyone for taking the time to attend the training sessions and noted our next annual retreat will take place in the Spring of 2024.

### **ADJOURNMENT**

The Chair requested a motion to adjourn the meeting. Cinnamon Alvarez motioned; Louie Lopez seconded the motion.

The meeting adjourned at 4:28 PM

The next Workforce Development Board General Meeting is scheduled for Wednesday, August 9, 2023, at 8:30 am, located at the WDD Administrative Office, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415.

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Devra Bell, WDB Secretary

**San Bernardino County  
Workforce Development General Board  
Agenda Item**

**MEETING DATE:** August 9, 2023

**ITEM:** (7)

**SUBJECT:** PROGRAM SUPPORT FOR STATE OF THE COUNTY EVENT

**PRESENTED BY:** Bradley Gates, Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**   X   **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve and ratify program support for the State of The County event in the amount of \$15,000.

**BACKGROUND:** Under the Workforce Innovation and Opportunity Act (WIOA), the Workforce Development Board (WDB) has general program oversight of local employment and training activities and the one-stop delivery system and ensures the appropriate use and management of WIOA funds in San Bernardino County.

On August 21, 2019, the WDB approved the Policy Manual and six policies were posted on the WDB website and implemented department wide.

Partner agencies and organizations, including school districts, training organizations, community-based organizations, industry associations, and San Bernardino County departments often seek support from the Workforce Development Department and the WDB for events like conferences, business functions, and program activities. The support provided becomes a business relationship between the two organizations, creating community relations opportunities and recognition of WDB's involvement and programs and the opportunity to promote WDB programs and services to the community.

WDB Policy 7 was approved by the WDB on December 11, 2019, to provide structure for approving requests for Workforce Innovation & Opportunity Act financial program support from partners. WDB Policy 7 states that support requests of up to \$4,999 per year may be approved by Workforce Development Department staff. Program support requests in an amount of \$5,000 or above per year, per entity, must be presented to the WDB for consideration and approval, prior to expenditure.

Benefits of supporting the State of the County event include:

- Acknowledgement during formal presentation and opportunity to show a WDB video.
- Digital logo placed throughout the event.
- Digital signage of video loop during the reception.
- High-visibility inclusion of logo in all event materials.
- Full page advertorial about the WDB in event program.
- Dedicated e-blast following event to all attendees.
- Web information link with logo on the Economic Development's website [www.selectsbcounty.com](http://www.selectsbcounty.com).
- Twelve main event registrations
- Eight VIP Delegate registrations
- Eight tickets to hosted private Sponsor dinner with the County Board of Supervisors

On June 14, 2023, the WDB Executive Board approved this item to move forward.

**San Bernardino County  
Workforce Development Board  
Agenda Item**

**MEETING DATE:** August 9, 2023

**ITEM:** (8)

**SUBJECT:** **Approve contract amendments with the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, Redlands Chamber of Commerce and Black Chamber of Commerce - Inland Empire to increase the contract term by nine months and increase the contract amount by \$75,000 per vendor.**

**PRESENTED BY:** Bradley Gates, Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:**

1. Approve contract amendments to increase the contract term by nine-months for a total contract term of October 1, 2021, through June 30, 2024, and increase the contract amount from \$200,000 per vendor to a not exceed amount of \$275,000, with the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, and Redlands Chamber of Commerce.
2. Approve contract amendment to increase the contract term by nine-months for a total contract term of October 1, 2022 through June 30, 2024, and increase the contract amount from \$100,000 to a not exceed amount of \$175,000 with the Black Chamber of Commerce - Inland Empire.

**BACKGROUND:** On March 2, 2021, staff issued a Request for Proposal (RFP) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Services Outreach Support to the San Bernardino County Workforce Development Department (WDD); subject to Title I of the Workforce Innovation and Opportunity Act (WIOA). These services were intended to supplement WDD's Business Services team within each of the County's Supervisorial Districts and assist in economic recovery from the COVID-19 pandemic by creating a more accessible, employer-driven, and advanced countywide workforce development system.

Each vendor received a one-year contract award not to exceed \$100,000 to provide Business Services Outreach Support, with the option of up to four additional one-year term extensions. Approved vendors collaborated with WDD's existing Business Services team. Emphasis included direct employer placement services for the County's America's Job Center of California (AJCC) customers. The scope of service included coordination with AJCC staff, employer partnerships, and placing specific customers in specific jobs identified through employer consultations.

Following WDD's review of contract performance, the first optional one-year contract extension was approved by the WDB on September 15, 2022 to extend the initial contract term to September 30, 2023, with no change to the contract amount, with the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, and Redlands Chamber of Commerce. On September 15, 2022, the WDB also approved a contract with the Black Chamber of Commerce – Inland Empire for an initial contract term of October 1, 2022 through September 30, 2023, and a contract amount of \$100,000.

WDB approval of this item will allow WDD staff to execute contract amendments with the five recommended vendors to extend the contract term by nine (9) months and increase the contract amount by \$75,000.



**San Bernardino County  
Workforce Development Board  
Agenda Item**

**MEETING DATE:** August 9, 2023

**ITEM:** (9)

**SUBJECT:** **Employing Virtual Technology for Career Exploration**

**PRESENTED BY:** Bradley Gates, Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_      **DISCUSSION**  X       **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve funding up to \$20,000 to acquire Transfer VR headsets and one-year subscription to enable WIOA youth participants to kinesthetically engage in career exploration through virtual reality technology.

**BACKGROUND:** The Workforce Development Board's (WDB) Workforce Innovation and Opportunity Act (WIOA) Youth Program provides employment skills and occupational training services to eligible youth participants in San Bernardino County. To achieve that, bringing career awareness to youth about various occupations is critical for directing participants into appropriate career paths. Customarily, this is achieved by youth providers in the form of reviewing labor market information with participants or having them observe online career and industry videos.

Transfr, an innovator of career exploration software, has created virtual work environments accessible via gaming headsets. Unlike other contacted vendors, and the reason Transfr was selected as the vendor of choice, their technology allows the participant to perform functions or tasks within specific career exploration modules. Participants can learn, for example, to use a particular tool, operate an industrial machine, or repair a faulty vehicle. The modules include careers in the following occupational clusters: Manufacturing, Skilled Trades, Warehousing & Storage, Public Safety, Hospitality & Tourism, and Automotive. This technology will elevate career exploration for participants through these virtual experiences, and better enable them to identify career paths better suited to their interests and skills. Young adults, many who are digital natives, are likely to be pleased with and show interest in the gaming aspect of this activity, and consequently, spend more time exploring careers than they would have through traditional means.

The headset gear along with one-year career exploration subscription will be deployed and made available to youth participants at each one of the seven youth providers, with each agency receiving one kit including the required components. Additionally, one kit will be maintained and made available for use at the Workforce Development Department's Administrative Office. In total, eight career exploration kits will cost no more than \$20,000 for both the hardware and one year subscription.